

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-180 **Issue Date:** 10-05-15 **Closing Date:** 10-09-15

Administrative Assistant
Department of Revenue
Tribal Administration
Hourly Wage: \$14.56/Regular/Full-Time

Responsible to provide administrative support aspects of the Yakama Nation Department of Revenue handling daily contact with the public, processing applications for licensing and permits handled by the Department of Revenue. Assists all Department of Revenue staff in processing applications for business and motor vehicle licenses, renewals, titles, duplicate titles; assist in processing tobacco and fuel, vehicle and closed area permits. Provide administrative support in input of data to all systems databases. Provides assistance to document compliance of lensing and permit processes. Prepare reports or studies on a wide variety of areas and as assigned. The range of duties includes overall administrative support to tribal government operations, policies, procedures and laws that pertain to the Department of Revenue for management of all licensing and permits. Work is performed under administrative direction and is reviewed for quality of staff services provided.

Knowledge, Skills and Abilities:

- Knowledge of Yakima Nation Personnel Policy Manual and tribal administrative policies and procedures, Finance Manual, Law and Order Code, Drug and Alcohol Procedures Manual, Motor Vehicle Registration controls, specifically YN Law and Order Code for Licensing, permits, Gas and Cigarette Tax, and any other applicable laws, rules or regulations.
- Knowledge of Yakama Nation Cigarette and Fuel policies and procedures and applicable State and Federal rules and regulations.
- Knowledge of JD Edwards and governmental accounting principles, theories, concepts and terms.
- Knowledge and proficiency in computer use, specifically Microsoft Work, Excel, Power Point, Access, and ability to assist in routine maintenance of Department of Revenue database.
- Skill and ability to demonstrate logic and analytical ability to troubleshoot program needs and find solutions to properly record and document updates and services.
- Ability to work under stress and remain flexible to changes in assignments or situations, priorities and handle frequent interruptions to ensure successful development of Department of Revenue licensing, permits, taxation and regulatory controls of the Yakama Nation.
- Ability to use technology with ease, such as laptop computers, smartphones and their functions.
- Ability to prepare program related reports and communicate both orally and in writing.
- Ability to maintain and protect strict confidentiality of the Yakama Nation data in any and all pertinent respects, including but not limited to Yakama Nation laws, policies, and procedures.
- Ability to establish and maintain effective working relationships with other government officials, law enforcement, employees, agencies, businesses, general public, and maintain professional work ethic at all times.
- Ability to work both independently and in working groups to obtain the optimal level of services relating to licensing, inspections, compliance and to maintain on-going services.
- Ability to effectively communicate orally and in writing, with all levels of personnel including employees, supervisors and elected officials.
- Ability to demonstrate excellent time and attendance due to the need to properly maintain database and application processing.
- Ability to maintain budgetary limitations and ensure equipment and supplies are maintained for proper implementation by Department of Revenue.
- Ability to meet public and address problems, issues, complaints tactfully, courteously and effectively.

General Recruiting Indicators:

- Minimum of two years progressively related experience in licensing, permit or a regulatory environment OR successful completion of an Associate of Arts degree with the demonstrated ability to successfully perform the duties of the job is acceptable in place of job experience.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver's License, with the ability to obtain a Yakama Tribal Driver's Permit, in order to travel on tribal business.
- Due to nature of work, employee shall sign and adhere to strict standards of professional ethics and protection of confidential information and shall be required to sign a Confidentiality Agreement.